



# IOWA

## Department of Education

Ann Lebo, Director

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor

### DE Employee Request for Consent to Sell (See second page for Instructions)

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Employee Name Christi Donald Date 2/8/2021

Job Title at DE student assessment consultant

Division, Bureau at DE Information and Analysis Services

Immediate Supervisor at DE Jay Pennington

Proposed outside employer EdReports.org

Proposed services to sell to outside employer I will review interim assessments for alignment to CCSS. A review cycle lasts approximately three months.  
(E.g., if teaching classes, which classes, graduate or undergraduate level)

How will selling this service not conflict with your DE duties? The organization is not a publisher, and I do not promote specific interim assessments. This approach aligns with the goals of the DE and do not conflict with my responsibilities as an assessment consultant.

X I certify that I have the permission of my DE supervisor, above named, to make this request of the Department of Education.

/s/ E-signed 2-8-21  
Signature of Employee

/s/ 2-12-21  
Signature of Employee's DE Supervisor

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**Instructions:**

The DE is a regulatory agency, as so defined in Iowa Code chapter 68B. This is the chapter of laws regarding ethical conduct of state agencies and state employees. As DE employees, we are prohibited from selling any goods or services (such as the service of teaching a class) to any person or entity that the DE regulates (such as, but not limited to, LEAs, AEAs, Community Colleges, and IHEs that offer practitioner preparation programs) without the prior written consent of the DE.

This is the form to be filled out by the DE employee who seeks such permission. In the space for explaining how selling the proposed service will not conflict with your DE duties, DO NOT state that this is “after hours.” This form assumes that the DE employee is not performing the outside work during DE hours. The purpose of the law is to assure the public that no regulated entity is either benefitting or hurt by hiring a DE employee to perform some service for the entity. So, please explain how your DE duties relate to the proposed outside employer. Examples are on the Ethics Board’s Web site at <http://www.iowa.gov/ethics/ethics/consents/education/education.htm>.

When completed, please give to DE’s General Counsel.